

CITY OF GRESHAM

Arts and Cultural Assistance Grant Program

For the Fiscal Year 2019-20

Application deadline: 12 p.m. Friday, September 6, 2019

The City of Gresham Arts and Cultural Assistance Grant Program provides support for Gresham-based activities and projects that foster community development, as well as enrich the arts, culture and heritage of the community.

Grant Process

The grant program is a competitive process. Applicants should not assume proposals will be funded at the requested amount. Each grant request is evaluated based on the information provided in the application. Applications will be reviewed by a volunteer Committee chaired by a City Councilor. Priority is given to applicants that best meet the funding goals and that benefit the entirety of the Gresham community.

Funding

Awards are granted on an annual basis from funds that are made available through the City's annual budget adoption process. The total Program funding for 2019-20 is \$21,100. The maximum award per recipient is \$6,330 (30% of the total Arts and Cultural Assistance Grant Program budget). All funds must be expended by June 30, 2020.

Eligibility Requirements

1. Fund a program or project that serves residents within the City of Gresham and within the City's legal authority.
2. Be a non-profit organization, or an individual residing within the city limits who has partnered with a non-profit organization for their project, meeting the following criteria:
 - Be registered as a nonprofit organization with the State of Oregon and have or be applying for Internal Revenue Service (IRS) 501(c)(3) status and, be physically located within the Gresham city limits. **First time applicants only:** Proof of IRS status must be provided with application.
3. Have a functioning Board of Directors.
4. Have business offices located within Gresham city limits. PO Boxes alone are not acceptable.
5. The program or project must provide opportunities of exposure to varied forms of art for children and families.
6. Address at least two of the public benefit areas identified in the Grant Program objectives:
 - Encourage collaboration between artists and community organizations.
 - Enhance Gresham's arts and culture resources by strengthening and supporting arts, heritage and humanities organizations, and/or individual artists, musicians, performers and historians.
 - Promote activities that tell and build upon the stories of Gresham as a community.
 - Promote projects that will be visible in the community.
7. Fall within at least one of the Grant categories:
 - Performing arts: community and professional theater, instrumental and vocal music, dance
 - Festivals and parades
 - Folk arts
 - Literature
 - Media arts
 - Visual arts: painting, sculpture, photography
 - Museums: art exhibits, classes and workshops
 - Heritage and preservation of Gresham's history
8. Fund a project that would not otherwise have access to other City funds or grant opportunities. See eligibility requirements for the Community Enhancement Grant. GreshamOregon.gov/Community-Enhancement-Grants/
9. Application must demonstrate financial need.
10. **The organization must demonstrate additional support from sources other than City funds.**
11. **Grant requests can only amount to a maximum of 50% of the entire proposed project costs.**
 - All grant money awarded must be fully matched. The applicant must provide half or more of the total project cost in cash or a combination of cash and in-kind contributions from other sources. These sources must be identified in the budget section of the Grant Application.
 - In-kind contributions refer to the donation of facilities, supplies, equipment, or services whose

CITY OF GRESHAM

monetary value can be determined and that are necessary to the project and would otherwise need to be purchased or rented by the applicant.

What is not funded

1. Scholarships, fellowships or tuition assistance, unless approved by Arts & Culture Grant Committee.
2. Direct grants to individuals. All grants must be to a non-profit organization.
3. Costs incurred before the start of the funded project.
4. Capital expenditures above \$500; real estate purchases; facility or property construction; renovation or repair costs; purchase of equipment related to general operations (such as air conditioning, electrical or communication systems, vehicles, or office equipment).
5. Applications to reduce existing deficits.
6. Activities outside the city of Gresham.
7. Competitions or pageants.
8. Hospitality costs (food, beverage, labor).
9. Publication of manuscripts or compositions not created as part of a grant-supported project or program.
10. Events not open to the City of Gresham general public.
11. School programs traditionally part of the academic curriculum.
12. Projects or activities that are primarily religious in nature.
13. City of Gresham permits required for completion of the project.

After you submit your proposal

1. City funds will generally be advanced to the organization being awarded a grant within 30 days following approval of the Committee.
2. The City will make grants available without regard to race, religion, color, national origin, sex, sexual orientation, age, marital status, disability, political affiliation or other protected class.

Completion Reports

The project coordinator must submit the provided Completion Report within thirty (30) days of completing the grant project/program. The exit report must include:

Note: Failure to submit an exit report or fulfill any of the stated requirements may result in disqualification from future grants.

Application Information

Projects submitted for funding must directly benefit Gresham residents. The City of Gresham is not responsible for any costs incurred in preparing an application/proposal. Funding will be provided up-front in a lump sum payment. Projects must occur during the timeframe specified in the grant agreement.

How to Apply

1. Grant applications may be mailed, delivered, or emailed to:
City of Gresham, Communications Office, Attn: Sasha Konell
1333 NW Eastman Parkway; Gresham, OR 97030
Sasha.Konell@GreshamOregon.gov
2. All applications must be received no later than **September 06, 2019 at noon.** to receive consideration. Late applications will not be accepted. Incomplete applications may be deemed ineligible.
3. If the applicant is awarded funding, the submission of a complete and executed Grant Application constitutes a binding agreement between the applicant and the City and applicant. The grantee shall comply with all terms of this grant, including the Standard Terms and Conditions for Grants.
4. Questions? Contact Community Marketing Specialist Sasha Konell, 503-618-2264 or
Sasha.Konell@GreshamOregon.gov

CITY OF GRESHAM

Arts and Cultural Assistance Grant Program Application for Fiscal Year 2019-20

Instructions: The committee will evaluate proposals solely based on the information in this application, using the questions below as the criteria. Therefore, it is to your benefit to provide complete information about the proposal.

1. PROGRAM INFORMATION

Program/Project Title:

Location of Activity:

Applicant's Name (Organization):

Contact Person:

Phone:

Contact Alternate:

Phone:

Mailing Address:

Email Address:

CITY OF GRESHAM

ARTS AND CULTURAL ASSISTANCE GRANT PROGRAM APPLICATION

2. PUBLIC PURPOSE:

The program should achieve a majority of the Grant Program objectives and occur within the city of Gresham.

- a. Describe the proposal, and how this project meets the stated objectives for supporting arts, culture and heritage programs within the community.

- b. What is the goal of the program or project for which Grant funds are sought?
Identify realistic outcomes that you expect as a result of this program or project. Include measurable outcome targets, audience/subscriber demographics, and attendance projections, if available, that can be used as a measure of success upon completion of the program or project

3. PUBLIC BENEFIT:

The program must benefit the Gresham community.

- a. Describe how the program/project will benefit Gresham children and families, and what populations will be served.

4. PROJECT MANAGEMENT:

Applicants must demonstrate the ability to carry out the proposed project, including a realistic budget and experience with similar projects.

a. Provide a project schedule including start and end dates, as well as major milestones.
Projects must be completed by June 30, 2020.

b. Are there any key partners that will help make this program successful?

c. How will the community will be notified about the activity?

d. Briefly describe the applicant's experience with similar projects.

**CITY OF GRESHAM
ARTS AND CULTURAL ASSISTANCE GRANT PROGRAM**

PROJECT BUDGET

(Complete all items that are applicable to your request.)

Provide details on all materials and services that will be funded from the grant.

Budget Item	Project Budget	Cash or In-Kind Donations Received	Grant Amount Requested <small>(Project budget minus cash or in-kind donations)</small>
Salaries/wages			
Contracted services			
Materials/supplies			
Promotional Advertising			
Rentals/leases			
Other			
Total			

**CITY OF GRESHAM
ARTS AND CULTURAL ASSISTANCE GRANT PROGRAM**

OTHER FUNDING

Please identify the source of all cash or anticipated in-kind donations or other potential grant funding for this project or program. List by name of the source and amount to be provided.

Source	Cash Amount	In-Kind Amount

Applicant Agreement and Certification

The undersigned grant applicant certifies that the information in this application is true and complete and has been provided for the purpose of obtaining financial assistance from the City of Gresham for the proposal described.

The applicant further acknowledges and agrees to the following:

- Grantee acknowledges that the City may grant funds up to the amount requested in this Grant Application for completion of the project described in this Grant Application.
- Any/all funds distributed under this grant application and program must be utilized solely for the program or project as described in this application.
- Applicant will provide an accounting relating to the use of all grant funds received upon request of the City and shall retain all relevant financial records relating to the project/program for which grant funds were received for a period of not less than three (3) years from the competition of the program/project.
- Applicant (or an individual who has partnered with a non-profit organization) may be liable for misuse of grant funds.
- The City will not be responsible or liable in any way for injury or damage to third parties or property resulting from the conduct or actions of the applicant or agents of the applicant relating to the program or project funded under this grant.
- Applicant agrees to indemnify and hold the City harmless for any/all claims arising out of the activities funded under the terms of this grant.
- If applicant is awarded funding, applicant shall be the Grantee and comply with all terms of this grant, including Exhibit A, the Standard Terms and Conditions for Grants.

APPLICANT / GRANTEE (TO BE COMPLETED BY APPLICANT WHEN SUBMITTING APPLICATION)

Applicant Signature: _____ Date: _____
Print Name: _____ Title: _____

CITY OF GRESHAM / GRANTOR (TO BE COMPLETED BY CITY IF APPLICANT IS AWARDED GRANT FUNDS)

Signature: _____ Date: _____
Print Name: _____ Title: City Manager or designee

APPROVED AS TO FORM

City Attorney or designee: _____ Date: _____

EXHIBIT A
STANDARD TERMS AND CONDITIONS FOR GRANTS

- 1. No Third-Party Beneficiaries.** City and Grantee are the only parties to this grant agreement and are the only parties entitled to enforce its terms. Nothing in this grant agreement gives or provides any benefit or right, whether directly, indirectly, or otherwise, to third persons.
- 2. Grantee is Independent.** Grantee is not an agent of the City and all personnel used by Grantee in connection with the proposed project by this grant agreement shall be contractors, volunteers, and/or employees of the Grantee and not the City and shall have no claim against the City for compensation or other benefits, including indemnification, available to the employees of the City.
- 3. Available and Authorized Funds; Termination.** Grantee understands and agrees that City's obligations under this grant agreement is contingent on appropriation or expenditure authority sufficient to allow City to make payments under this grant agreement. In the event sufficient appropriations or expenditure authority is not available, or for any other reason in the discretion of the City, the City may, without penalty or further liability, terminate this grant agreement effective upon written notice to the Grantee.
- 4. Indemnity.** A. Grantee shall defend, save, hold harmless, and indemnify the City, its officers, agents, and employees from all claims, suits, or actions of whatsoever nature resulting from or arising out of the activities of Grantee or its officers, employees, contractors, or agents under this grant agreement. B. Neither party shall be responsible for any legal liability, loss, damages, costs and expenses arising in favor of any person, on account of personal injuries, death, or property loss or damage occurring, growing out of, incident to, or resulting directly or indirectly from the acts or omissions of the other party. C. Grantee waives any and all statutory or common law rights of defense and indemnification by the city.
- 5. Records Maintenance; Access.** Grantee shall maintain all fiscal records relating to this grant agreement in accordance with generally accepted accounting principles. In addition, Grantee shall maintain any other records pertinent to this grant agreement in such a manner as to clearly document Grantee's performance. Grantee agrees that persons authorized by the City shall have access to such fiscal records and other records that are pertinent to this grant agreement, and that Grantee shall retain and keep accessible all such fiscal records and other records for a minimum of three (3) years, or such longer period as may be requested by the City. Upon request, Grantee shall provide a copy of its annual audit to the City.
- 6. Compliance with Applicable Law.** Grantee shall comply with all federal, state, and local laws and ordinances applicable to the project. The completed project will be open or otherwise made available to all persons without regard to race, religion, color, national origin, sex, sexual orientation, age, marital status, disability, political affiliation, or other protected characteristic.
- 7. Reimbursement to City.** The City may request reimbursement, and Grantee agrees to reimburse the City, any/all funds distributed to the Grantee if the project is not started or is not completed by the dates, or if the project is not performed in accordance with the purposes described in the grant application.